IMACS Training

Generating IMACS Exhibit I/II Spreadsheets

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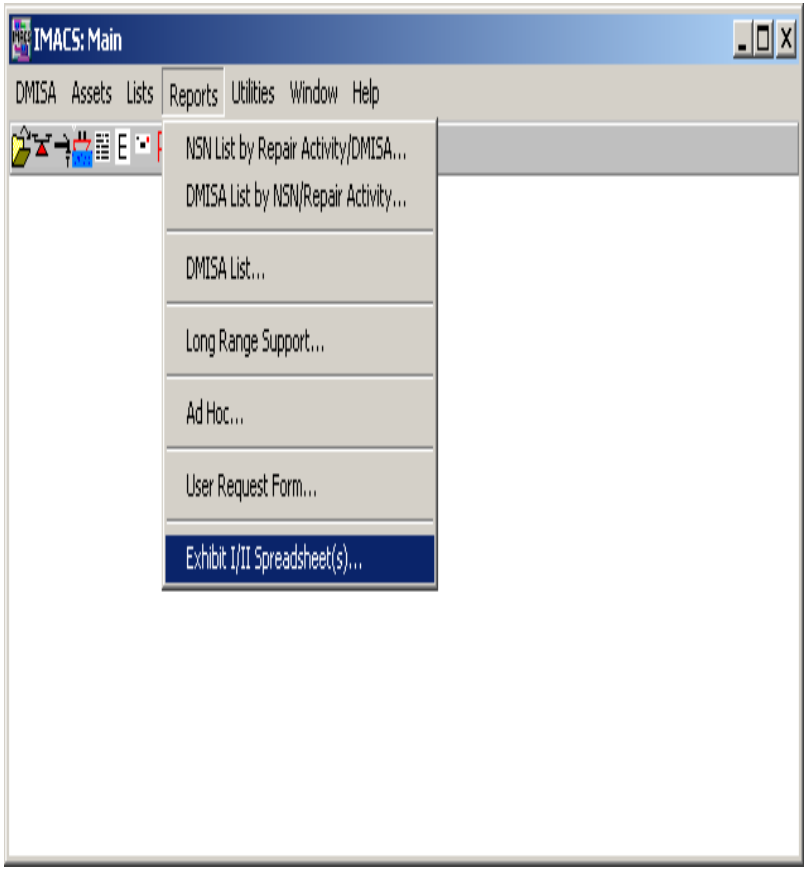
- From IMACS Main menu
  - Select Reports
  - Select Exhibit I/II Spreadsheet(s)



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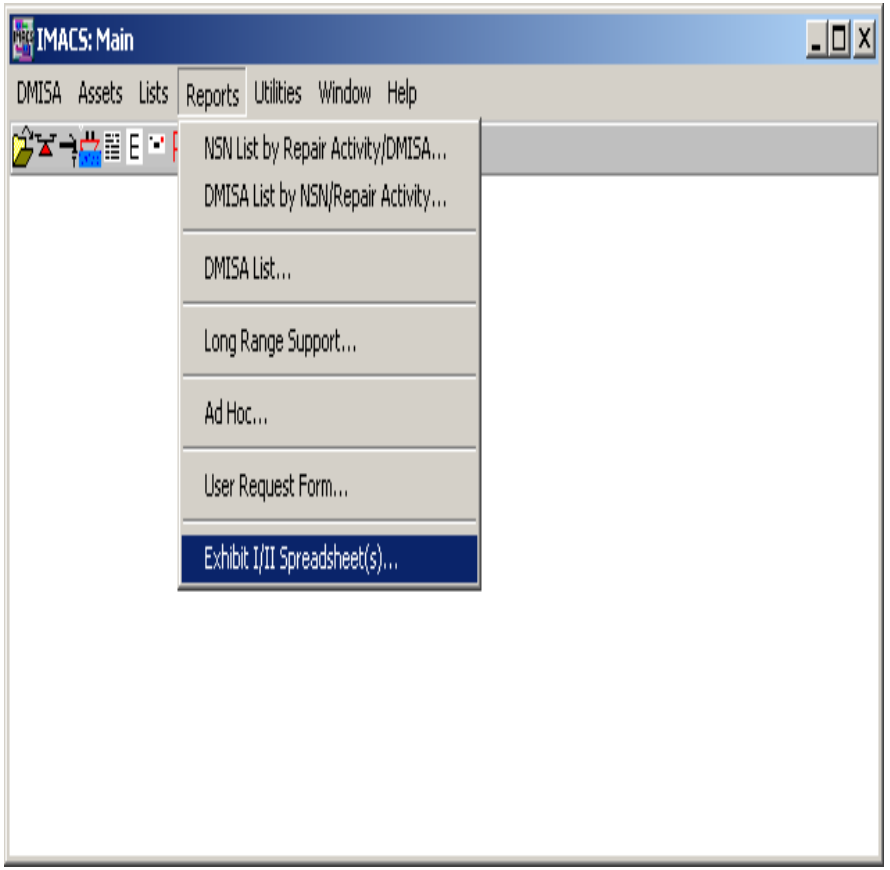
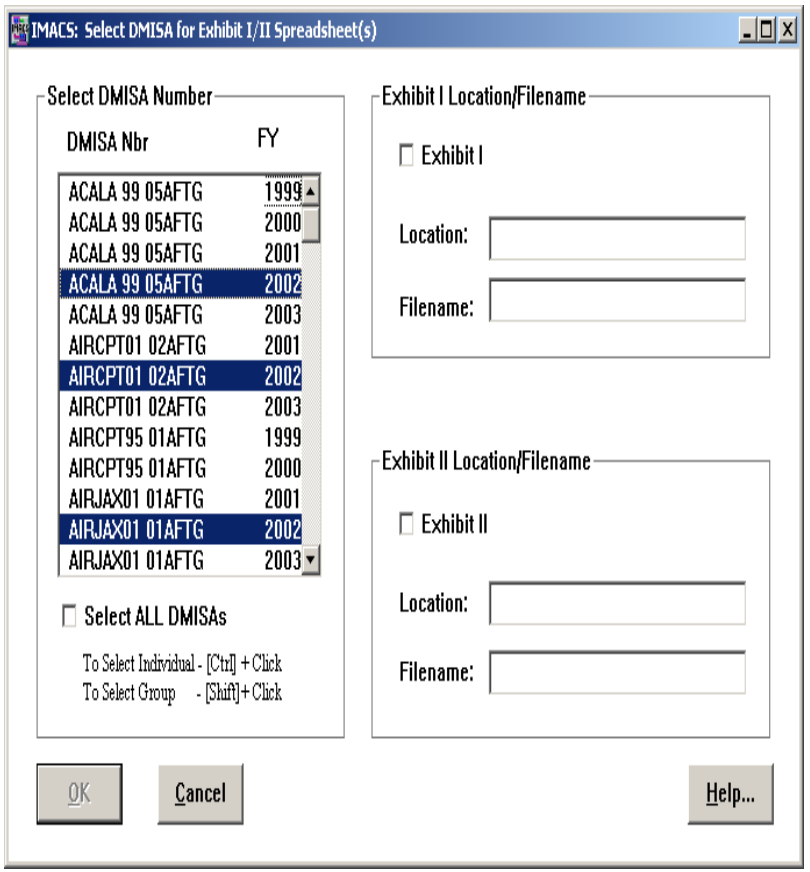


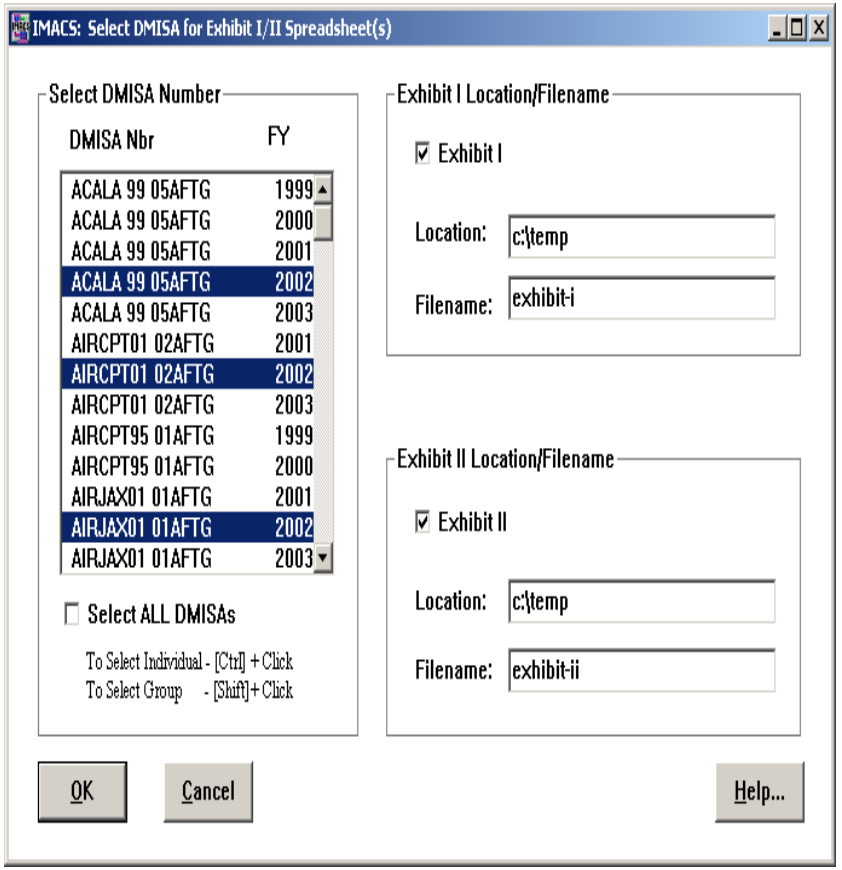
Generating IMACS Exhibit I/II Spreadsheets

- Select Select one or more DMISAs from list of DMISAs
  - List is DMISAs is based on user role access



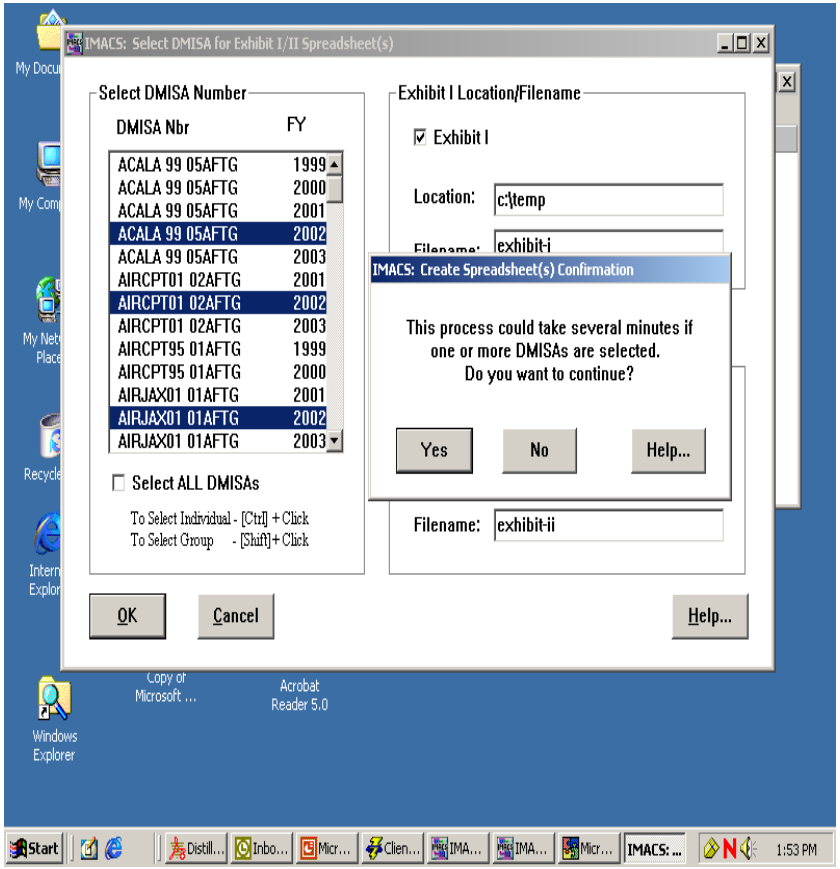
Generating IMACS Exhibit I/II Spreadsheets

- Select Exhibit I or II or both
- Fill in the directory where spreadsheet file should be saved
- Fill in file name for file(s).
  - Names must be different



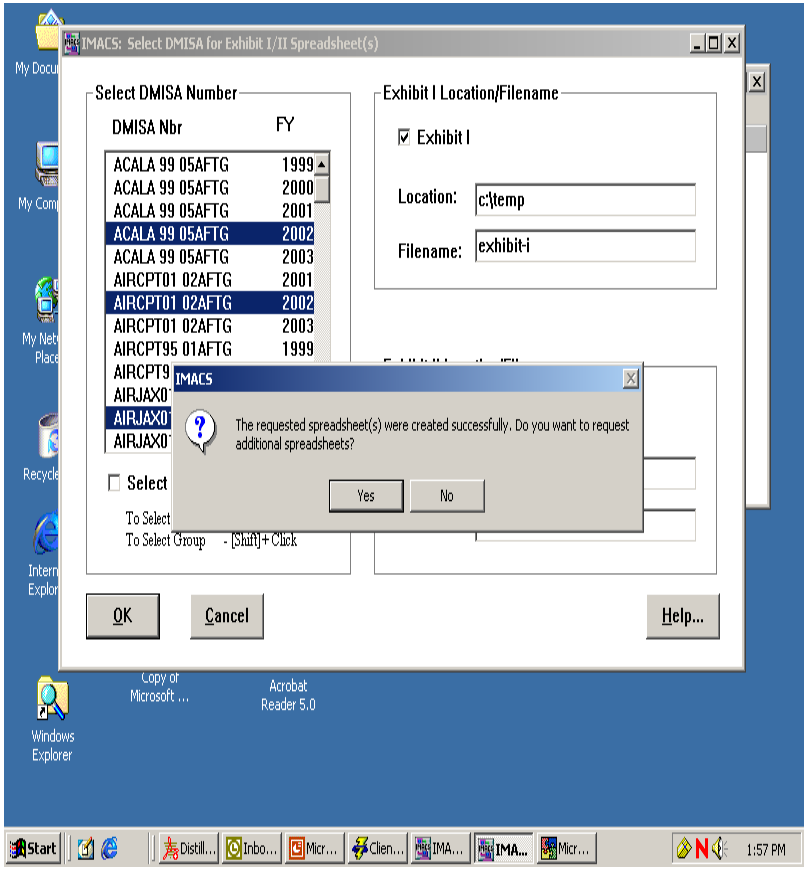
Generating IMACS Exhibit I/II Spreadsheets

- Click OK
- At Create Spreadsheet Confirmation box, click OK to continue the process.
- Or…click No to stop the process.



Generating IMACS Exhibit I/II Spreadsheets

- When the message displays, “The requested spreadsheet(s) were created successfully. Do you want to request additional spreadsheets?”…
  - “Yes” returns to Select DMISA for Ex I/II Spreadsheets dialog box
  - “No” returns to IMACS Main menu



Generating IMACS Exhibit I/II Spreadsheets

- Access directory location where file(s) were saved
- Open spreadsheet files in Microsoft Excel.
  - Exhibit I and II are always separate spreadsheets.
    - Ex I shows 12 months of requirements
    - Ex II shows 4 quarters of requirements

Helpful Hints

- If message displays indicating that spreadsheet(s) have been successfully created, but file was not actually created (no files found at expected directory):
  - Just log out of the IMACS application only

    Note: It is not necessary to close the Client Manager
  - Log onto the IMACS application again.
  - Re-request spreadsheets.
  - They should be created this time.

Helpful Hints

- Must use back slash (“\”) in directory path names
  - Example: c:\temp … not c:/temp
  - User is prompted if incorrect one is entered
- User will be prompted if an Exhibit I and/or II spreadsheet was requested and there are no line items for the respective Exhibit.
  - Just click OK at the message and processing will continue.